

Immanuel Lutheran College Secondary School
126-142 Wises Road, Buderim



Walk as Children of the Light

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OUR COLLEGE

Immanuel Lutheran College is a Christian co-educational day school of students from Prep to Year 12. We also have an Early Learning Centre catering for children aged 2½ years to 5 years, in a long day care setting. The College was founded in 1979 and is operated by the Lutheran Church of Australia, Queensland District.

The programs and activities of the College reflect the emphasis of the creeds and confessions of the Lutheran Church of Australia – in particular, the centrality of the Gospel of Christ.

The Principal and staff are responsible for the daily operation of the College, while a College Council, appointed by the Church Synod, oversees its management.

An Outdoor Education Centre is located at Mt Binga on the Blackbutt Range.

OUR VISION

Immanuel graduates will be identified by their confidence, optimism and respect for healthy relationships. They will be broadly competent and capable of making a positive contribution to their country and the world. They will be well grounded with a sense of who they are in the world and a set of values which is founded in faith, reason and knowledge.

OUR CORE VALUES AND BELIEFS

Centrality of the Gospel: We acknowledge God's Word as the authority and guide for the community. In it, Christ is revealed, providing the centre of all we do under God's grace.

Worth of the Individual: We believe each person in the community is important, their worth attested by Christ, and should be able to reach their potential academically, spiritually, physically, culturally and socioemotionally.

Excellence: Our aim is to strive for excellence in an education that is authentic, life-related and future orientated.

Importance of Relationships: We believe that in Christ all are equal, regardless of race, ability, gender or physical nature, and should be committed to each other in caring, just, supporting, encouraging and forgiving relationships.

Service: We believe that we are to serve one another and the community.

Respect for the Environment: We believe that the natural environment is to be preserved and protected as we interact with it.

Sense of Community: We believe that Immanuel is enriched as we develop school pride and spirit and as we interact with the wider community.

In light of these core values and beliefs our students are encouraged to develop:

- An active, living faith;
- A commitment to a life of service to others;
- A positive self-concept, self-discipline and effective relationships;
- Individual talents and physical, spiritual and creative potential;
- Skills and concepts of chosen subject areas in preparation for a productive and satisfying adulthood;
- Inquiring, receptive and discriminating minds with a continuing eagerness for self-improvement;
- An appreciation of, and respect for, their total environment.

EXPECTATIONS OF STUDENTS

The College expects students to aim for excellence in all that they do. Students are encouraged to be independent learners with a high level of self-discipline and good organisation skills. Our Code of Conduct is based upon the College's core values and is to be followed by Immanuel students at all times.

Students are expected to maintain a balance across all aspects of their lives – home and family, recreational and social, work and the community, and school. While it is understood that many students in the Secondary School will undertake some part-time work, it is important that such work does not have a negative impact upon their studies.

- Organisation:** Make optimum use of educational activities within and outside the classroom by being at the right place, at the right time, with the right materials for productive work.
- Co-operation:** Respect the rights of others to also derive maximum advantage from the educational opportunities provided by the College by being cooperative and supportive of quality learning.
- Care and Courtesy:** Display self-respect in terms of appearance and behaviour by following the requirements of the College Uniform Policy and by ensuring that language and behaviour at all times displays a respect to other community members, school facilities and resources.
- Community:** Display respect for others and build a sense of community by developing positive relationships.
- Fairness and Safety:** Recognise the need for a safe and healthy environment by following the College's Building Responsible Behaviour Policy and by adhering to workplace health and safety regulations.
- Worship Behaviour:** Corporate Worship is vital to the life of the College community. Behaviour during this time should reflect appropriately an encounter (meeting) with the Lord. Therefore, students are encouraged to enter quietly and in an orderly manner and to wait in silence for the Devotion to begin. Attention is to be paid to the presenter. Participation in Devotion is fostered when students enthusiastically enter into song and prayer.
- Illegal Substances:** Students are not allowed to bring alcohol, tobacco or illegal drugs onto the campus. The handling of or experimentation with drugs is strictly forbidden and students found guilty of such offences will have their enrolment terminated.

ACADEMIC GOOD STANDING GUIDELINES

All students at the College have the right to learn in a positive, supportive learning environment. This means that all students have a responsibility to support the learning program by attending classes, respecting the rights and possessions of others and fully participating in both their own course of study and special events organised by the College. A student's Good Standing may be downgraded if they do not demonstrate a commitment to their learning or do not follow established College rules and expectations. If your Good Standing is downgraded, opportunities to participate in excursions and trips, and to represent the College in sporting competitions or the like, may be denied.

BUILDING RESPONSIBLE BEHAVIOUR

The College is committed to using Restorative Practices in our Building Responsible Behaviour policy which is aligned with the College Vision and set within the pastoral care program. Our aim is for students to understand the effects of their behaviour on others and the need to restore/maintain positive and healthy relationships.

PASTORAL CARE

In the Secondary School we endeavour to provide each student with the care and support they need to achieve their potential within a strong Christian Community. Each student is a member of a Home Group and is under the care of a Home Group Teacher (who is also supported by a Year Level Co-ordinator). Students who are experiencing difficulties with friendships or their academic program are encouraged to discuss these issues with their Home Group Teacher.

CHILD PROTECTION – INFORMATION FOR STUDENTS

Every student has the right to feel safe and free from harm whilst at Immanuel Lutheran College. We expect you to respect your teachers and other students. We also expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust. There are four categories of harm that can be caused to a student:

1. Harm caused by an adult within the College environment
2. Harm caused by other students
3. Self-Harm
4. Harm caused by someone/something outside of the College environment

Who should I tell if I am not feeling safe at school or at home?

You can talk to any member of staff, including your Home Group Teacher, College Counsellor or Chaplains. If you do not feel comfortable talking to a member of staff, you may like to write a letter to them. If you would prefer to talk to someone outside of the school, on a confidential basis, you can also call Kids Help Line, which is a free call – 1800 551 800.

What will happen if I make a report to a member of staff?

If the concern is worrying you, but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is very serious and the member of staff believes that you are being harmed, or are in danger of being harmed, he or she will report it to the Principal and a decision will be made about how to best keep you safe.

What if I do not want the member of staff to tell the Principal?

The member of staff will try to keep your concerns as confidential as possible. However, if the member of staff is aware, or reasonably suspects, that harm has been caused by anyone to a minor (under age 18) then it is a legal requirement that the matter be reported to the Principal and it may have to be reported to authorities to ensure that you receive the help needed to keep you safe. Remember that the most important thing is that you feel safe and free from harm. It is OK to ask for help and it is vital that you tell someone if you are being harmed or are afraid that you will be harmed.

GUIDELINES FOR DEALING WITH BULLYING AND HARASSMENT

We all have the right to be respected and to feel safe at school. What is Bullying? Bullying is the intentional and repetitive hurtful behaviour towards someone who is unable to stop the behaviour from occurring. It includes physical actions and verbal actions, inappropriate use of technology (cyber-bullying) as well as exclusion. We cannot tolerate bullying or harassment in any form at Immanuel Lutheran College and we encourage staff, students and parents to actively care for one another.

STOPPING BULLYING STARTS WITH YOU

- Treat everyone with respect;

- Know that “put downs” hurt others;
- Help others who are being bullied.

WHAT YOU CAN DO!

- Solve it yourself by ignoring the person or by looking them in the eye and telling them to “stop” and then walk away;
- Ask a friend for support;
- Find a supportive adult;
- Expect respect.

If you are a target of bullying, you are encouraged to:

- If you can, tell the person to stop the bullying behaviour;
- Share the problem with family members, friends, your Home Group teacher or any other staff member;
- Report the bullying incidents to a staff member, where you will be taken seriously and action will be taken to prevent bullying happening again;
- Keep on asking for support until the bullying is stopped.

If you witness bullying you are encouraged to report the incident to a staff member. Students are asked to understand that reporting bullying is vital, and that there is a difference between ‘dobbing’ and ‘reporting’. Dobbing is when you are trying to get someone into trouble, reporting is when you are helping someone by trying to get them out of trouble! If you are a parent and believe that your child is a victim of bullying, please communicate your concerns to staff. Signs of bullying include:

- Displaying uncharacteristic unhappiness;
- Deterioration in schoolwork;
- Not wanting to go to school and/or sudden increase in anxiety about going to school;
- Unexplained bruises, cuts or injuries;
- Desire to be with an adult all the time;
- Extra requests for pocket money, loss of or damaged personal property.

Remember that your situation will remain confidential at all times, unless you say otherwise, and that you may involve your parents at any stage. It is recommended that you document incidents of bullying to provide to staff when making a report.

CYBER-BULLYING

Cyber-Bullying, including text message harassment and intimidation, is a criminal offence. Save all messages – they are helpful if you make a police report. Cyber-bullying may not occur during school hours since mobile phones are not to be used during these times at ILC, however, the following guidelines may be helpful if you are being bullied via text SMS, instant messaging, email or chat room use. Don’t respond and don’t let the messages go on for too long before doing something about it.

Remember:

1. **STOP!** Don’t respond to cyber bullying;
2. **BLOCK!** If the situation continues, contact your mobile provider and block your mobile phone from receiving all text messages, temporarily. If the bullying is occurring online, block the cyber-bully and limit all communication to only those on your buddy list;
3. **TELL!** Tell a trusted adult – you don’t have to face this alone.

OUTCOMES OF BULLYING

The College views bullying as a serious matter and offenders will be dealt with under the College’s Building Responsible Behaviour Guidelines. The College will treat very seriously any case of retaliation against a person for reporting bullying.

COLLEGE UNIFORM GUIDELINES

All students are to maintain the following standards:

Boys

- must wear the College hat at all times when outside;
- are to wear the College shorts on the waist and not the hips with a black belt;
- are to wear the College shirt tucked in at all times;
- are to wear the correct College navy blue socks pulled up;
- are to wear polished shoes of the approved style, which is black leather, laced up school shoes with a well-defined heel;
- must have hair above the collar and above the eyebrows, with 50% of the ears showing in a style that is neat and tidy. Styles that require the hair to be tucked behind the ears to achieve this are not permitted. They must have clean shaven faces, without side burns (when age appropriate);
- wear the College tie during cooler weather;
- wear the College jumper during cooler weather (Years 7 to 9) or College blazer (Years 10 to 12);
- College long grey trousers and College grey socks may be worn during cooler months. This is optional for Years 7 to 9 and compulsory for Years 10 to 12.

Girls

- must wear the College hat at all times when outside;
- must wear their College dress below the knee;
- are to wear polished shoes of the approved style, which is black leather, laced up school shoes with a well-defined heel;
- are to wear plain white ankle length socks;
- are to wear their hair, if below the collar, tied up in a ponytail or something similar, with an approved hair band and pinned off the face at all times;
- wear the College jumper during cooler weather (Years 7 to 9) or College blazer (Years 10 to 12)
- wear navy stockings during cooler months .

Hairstyles

Students who wear dyed hair, shaved heads or other styles that draw attention to the individual will not be permitted to attend classes until they choose to wear a style that is in keeping with the standards and expectations of the College. This decision will be at the discretion of the Head of the Secondary School.

Makeup and Jewellery

- Students are not permitted to wear makeup or nail polish to school;
- Sunscreen is encouraged to be worn, but in lotion form only (i.e. not as part of a foundation or concealer);
- Girls are permitted one silver or gold in colour, stud or sleeper in the bottom hole of each earlobe;
- A wristwatch is permitted;
- Medic alert jewellery and a thin chain with a cross may be worn (size and style to be negotiated with the Head of Secondary School). No other jewellery is to be worn.

Hats

The formal College hat is to be worn to and from school and at all times when outside. It must be kept in a neat and tidy condition. Sports hats may only be worn with the formal uniform when participating in sporting activities during recess and lunch breaks. Sports hats are to be worn at all times when wearing the sports or House uniform.

College Backpack

All students require a regulation College backpack displaying the Immanuel crest. Sports gear that does not fit into the bag is to be brought to school in the ILC duffle bag.

Sports Uniform

The College sports shorts are unisex, whilst the College sports shirt is different for boys and girls. College sports socks and a unisex House sports shirt are required by all students. Girls may also wear the College skirt.

Secondary School students are to change into their sports uniform at school and are not permitted to wear it to school. On Recreational Sport afternoons, students are permitted to wear their Sports Uniform home.

Year 7 students are permitted to wear their sport uniform to and from school on their Recreational Sport Day. Tracksuits are available in winter to wear with the sports uniform for all year levels.

Swimwear

Students are to wear plain navy or black swimmers. Students who are selected in the College Swim Team are required to wear ILC swimmers.

GUIDELINES FOR THE USE OF MOBILE DEVICES

The use of mobile devices (such as laptops, tablets, iPads, mobile phones, smartphones, mp3 players, gaming devices, etc) should not interfere with teaching and learning or the development of healthy face-to-face communications and relationships.

Students are only permitted to use mobile devices in class when instructed to do so by a teacher. The device may only be used in an educational context and not for any other purpose. Listening to background music while working on class tasks is not permitted. **At recess and lunch, students are encouraged to interact and communicate directly to develop healthy relationships and so the use of mobile devices is not permitted at these times (including laptops etc).**

Only the recommended College calculator may be used in College examinations, NAPLAN Tests and QCS Tests. To become proficient in using this calculator, students need regular practice and so will not be permitted to use their mobile device as a calculator. Students are not permitted to film or photograph teachers or other students unless directed to do so by a teacher and only if permission has been obtained from the subject(s) of the images. Students are not permitted to upload images taken at school or at school functions to social media sites such as Facebook, YouTube, etc.

Mobile devices may not be used to communicate or pass on offensive or hurtful material.

Students should be aware that use of their mobile devices on the College wi-fi system will be logged and will contribute to their allowed usage quotas. Continued inappropriate or excessive use of a mobile device will result in an appropriate consequence put into place by the Head of Secondary School.

Specific Guidelines for mobile phones:

Should a student bring a mobile phone to school, it must not be carried by the student, accessed or used during school hours (8.25am to 3.10pm) unless directed to do so by a teacher. Instead, it should be stored securely in the student's locker.

Parents are requested not to contact their child on their mobile phone during school time. Messages should be directed through the Secondary School Office or Student Services.

Students are not permitted to 'hotspot' their laptop to their phone's mobile network (eg 4G).

Should a student choose to carry, access or use their phone during school hours without authorisation, the following consequences will take place:

- (1) **First Confiscation:** The teacher confiscating the phone will place it in a supplied envelope with the student's name, time and date of confiscation. It is to be left in the Year Level Coordinators' Office for

the student to collect at the end of the day. The teacher confiscating the phone is to record the incident on SEQTA, notifying the YLC via the SEQTA entry.

- (2) **Second Confiscation:** The teacher confiscating the phone will place it in a supplied envelope with the student's name, time and date of confiscation. It is to be left in the Year Level Coordinators' Office for the student to collect at the end of the day. The teacher confiscating the phone is to record the incident on SEQTA, notifying the YLC via the SEQTA entry. Contact home will be made by YLC to advise of the second offence, and the need for parents to collect the phone from the Secondary School Office should a third offence occur.
- (3) **Third Confiscation:** The teacher confiscating the phone will place it in a supplied envelope with the student's name, time and date of confiscation. It is to be left in the Year Level Coordinators' Office for the parent to collect. The teacher confiscating the phone is to record the incident on SEQTA, notifying the YLC via the SEQTA entry. Contact home will be made by the YLC to advise of the need for parents to collect the phone from the Year Level Coordinators' Office. At this stage, a consequence for the behaviour will also be given.

Who is responsible for the device?

Students are responsible for their device at all times. The device is supplied in a protective carry bag. All devices are covered by a three year warranty. Students should notify IT Services immediately if any damage or warranty issues arise. Families will be required to pay an excess in the event of a warranty claim.

ACCEPTABLE USE OF NETWORK AND COMPUTING DEVICES

The Acceptable Use of Network and Computing Devices agreement specifies the rules for using devices at the College. This agreement is displayed when a device attempts to connect to the College network. All users must agree to abide by its rules before proceeding to log in. The wording of the agreement is:

Use of ILC computing and network facilities should be legal, appropriate, responsible and kind (LARK), reflecting Christian spirit, values and community standards. Using digital devices at school and connecting to the College network is a privilege which will continue while the user displays the qualities of good digital citizenship.

Network users will:

- Keep their personal information (e.g. phone numbers, address, passwords) and that of others private.
- Show respect for themselves and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

The College recognises each user's right to privacy and the right to use network services as freely as possible. However, monitoring and logging of network usage may occur to ensure that the integrity of the network is maintained.

Network users may not:

- Allow the use of computing devices to interfere in any way with their school responsibilities.
- Access or transmit any content that would be considered offensive in the judgment of the Principal or delegates because of pornographic, racist, violent, abusive, illegal, illicit or other content.
- Attempt to undermine, hack or bypass any hardware or software security mechanisms on the ILC network or any other network.
- Use network facilities or mobile devices inappropriately (e.g. playing games, knowingly passing on malicious content e.g. spam, viruses or worms).
- Use network facilities for commercial, advertising, or political purposes.
- Cyberbully by using obscene, harassing or abusive language or by passing on such content.
- Use social media unless under the direction of a teacher for educational purposes only.
- Download or use software, games, music, graphics, videos or other materials in violation of copyright laws.

- Use another person's data without permission. This includes reading their email or private communications without permission or transmitting private information given in confidence. This also includes photographing or videoing any person without the specific permission of that person and a teacher.

HOMEWORK GUIDELINES

Homework is designed to consolidate classroom learning, complete class tasks, stimulate interest in a topic, extend the student's learning, encourage independent learning, work on assignments and research, facilitate revision and encourage reading. In order to achieve the best results possible, it is important for students to develop a regular study routine that is organised and that is set in a quiet, well-lit area away from distractions such as the television, music, conversations and social media.

All students have this diary to record homework, assignments and parent/teacher communications. Diaries should be checked regularly by parents and teacher and signed each week.

Students should use the following as a general guide for the amount of time required for completing their homework/revision tasks:

	Per Lesson	Per Night	Per Week
YEARS 7	10 minutes	40 minutes	2.5-3 Hours
YEARS 8/9	10-15 minutes	1 hour	5 hours
YEARS 10	20 minutes	1-1.5 hours	5-8 hours
YEARS 11-12	20-30 minutes	2-3 hours	10-15 hours

GUIDELINES FOR MAKING ELECTIVE SUBJECT CHANGES

Students wishing to change an elective subject must have the approval of their parents and the Head of Secondary School. Each request will be considered on its merits and the decision of the Head of Secondary School will be final.

Years 11–12 Students

Subject changes for Year 11 and 12 students may affect the ability of the student to obtain QCAA credit for study in that semester. This in turn can affect the award of a Queensland Certificate of Education (QCE) or an Overall Position (OP). It may also affect prerequisites for future study. Hence, students seeking a subject change must complete a Subject Change Form requiring consultation with subject teachers, the Dean of Teaching and Learning and the Careers Adviser before submitting the request to the Head of Secondary School.

Generally, subject change requests will only be considered within the first two weeks of a semester.

Possible exceptions include:

- subject changes may be considered for Year 11 students during Term 1 as they settle into their senior studies;
- changes from a Mathematics or English subject to a lower level subject may be considered at other times on the advice of the Head of Department.

Years 7–10 Students

Subject change inquiries requests should be made at the Secondary School Office. Students and parents may then then be directed to senior staff for advice.

EXAMINATION AND ASSESSMENT GUIDELINES

The College's assessment guidelines are designed to ensure equity for all students. The guidelines for Years 11 and 12 students reflect the strict Queensland Curriculum and Assessment Authority (QCAA) requirements for senior assessment.

Common requirements for all students in Years 7–12 examinations include:

- Examination dates will be published in advance for each semester and will be clearly communicated to students;
- Students are responsible for providing their own equipment (paper, pens, pencils, ruler, eraser, calculator, etc) and will not be allowed to borrow equipment from other students during the examination. In some cases paper will be provided, particularly in Years 11 and 12;
- Students should not disturb or distract other students or behave in any way that may adversely affect another student;
- Students should not communicate by word or otherwise with another student once an examination has commenced;
- If a student wishes to speak to the teacher during the examination, he/she should raise a hand;
- Students should not remove an examination paper from the venue;
- Students should not bring unauthorised materials or equipment into the examination;
- No communication device (eg mobile phone, computer, smart watch, iPod, iPad, etc.) is permitted in the examination room without the specific permission of the supervising teacher;
- Any student who behaves in a manner which disrupts an examination may be requested to hand in their examination paper and leave.

Absence from an Examination

If a student is absent for an examination, he/she will be required to undertake the examination as soon as possible upon their return to school. In such circumstances, their parents/guardians need to contact the Secondary School Office as soon as possible on the day of the examination to advise the reason for their absence.

Students in Years 11 and 12 will be required to provide a medical certificate to satisfy the QCAA requirements.

Students in Years 7 to 10 will be required to provide a medical certificate or a detailed signed note from their parent/guardian detailing the reason for the absence.

Study-at-Home Privileges

During designated Assessment Weeks, students in Years 11 and 12 may be granted Study-at-Home privileges. This is a privilege NOT a right. These students will be allowed to study off-campus under the supervision of their parents at the times specified in their Study-at-Home form. Only students who have completed the course requirements for all their subjects and returned their signed Study-at-Home form by the due date will be considered for Study-at-Home privileges.

Students who have not been granted Study-at-Home privileges will be required to study at school in the KTC when they do not have an examination.

VET students may not be eligible for Study-at-Home privileges due to the nature of their courses. Instead, they may be required to attend work placement sessions or to remain on campus to work on theory or practical requirements at the discretion of the VET Co-ordinator.

ASSIGNMENT GUIDELINES

Submission of Assignment Tasks

Only work submitted on or before the due date may be graded unless documented evidence of a valid reason for late submission is provided.

Expected Absence on the Due Date

If a student is aware that he/she will be absent on the due date, the assignment must be submitted before the student leaves.

Unexpected Absence on the Due Date

If a student is unexpectedly absent on the due date or has left their work at home, he/she must make arrangements to submit his/her work on that day (e.g. have a parent deliver it to school or submit it electronically immediately after school).

Electronic Submission

Where an assignment is submitted electronically, the student must:

- submit a hard copy of their assignment when they return to school;
- retain evidence of timely electronic submission e.g. print a copy of the 'Sent' email showing the time and date of electronic submission.

When Work is Incomplete on the Due Date

If a student has not finished the task by the due date, he/she must submit whatever work has been done or the teacher may mark the draft document that was submitted for review. If no draft is available, the student may be required to work on the task at that time and submit that work for grading.

Computer/Printer Malfunction

Computer/Printer malfunctions (e.g. corrupted files, hard drive failure, lost or damaged USB stick) are not valid reasons for a late submission and will not be accepted as such. Strategies to avoid loss of work through electronic equipment failure include:

- storing the document (or backing it up regularly) to a cloud storage service such as the OneDrive or DropBox;
- saving the document regularly or set the auto-save function in MS Word to save every ten minutes;
- E-mailing the document to yourself whenever you update it.

Printers are also available at school in the Ken Thamm Centre, or the assignment may be submitted electronically.

SPECIAL CONSIDERATION AND EXTENSIONS

If a student is aware in advance of valid reasons why he/she will be unable to submit the assignment by the due date, he/she should seek an extension to the due date in advance (i.e. more than 2 days before the due date) through the Special Consideration process. Forms are available at the Secondary School Office.

Students in Year 11 and 12

Students in Years 11 and 12 will require a medical certificate (for matters involving illness) or a detailed, signed letter from a parent/caregiver will be required to document the validity of the reason (for matters NOT involving illness – for example, serious family issues, an important sporting event). The Dean of Teaching and Learning will consider each application for Special Consideration individually on its merits.

Students in Years 7 to 10

Students in Years 7 to 10 will require a medical certificate or a detailed, signed letter from a parent/caregiver to document the validity of the reason. The teacher, in consultation with the Head of Department, will consider each application for an extension to a due date individually on its merits.

METHODS OF SUBMISSION OF ASSIGNMENT TASKS

Assignments must be submitted in the manner specified on the task sheet.

Students in Year 11 and 12

Students in Years 11 and 12 may be required to upload an electronic copy of the task through the Turn-It-In Plagiarism checking software.

They will generally also be required to submit an identical hard copy of the assignment via the assignment box at the Secondary School Office or directly to the teacher by 8:30am on the due date.

Assignments should NOT be submitted to other teachers.

Practical assignments and oral presentations must be presented in person on the date and at the time specified on the task sheet or by the teacher.

Students in Years 7 to 10

Students may be required to upload an electronic copy of the task through the Turn-It-In Plagiarism checking software.

Students in Years 7 to 10 will generally submit a hard copy of their assignment directly to the classroom teacher in class on the due date.

Assignments should NOT be submitted to other teachers.

Practical assignments and oral presentations must be presented in person on the date and at the time specified on the task sheet or by the teacher.

EVIDENCE OF 'WORK IN PROGRESS'

Students are required to submit evidence of their work in progress (a 'draft') on the date and in the manner specified on the task sheet.

Year 11 and 12 teachers are required to maintain evidence of each student's work in progress for grading in the event that the final work is not submitted by the due date. It is likely that teachers will require the draft to be electronically submitted through the Turn-It-In Plagiarism checking software. A hard copy may also be required.

For practical/presentation tasks, students may be required to provide video evidence of their developing work in progress at a time specified by their teacher.

Year 7 to 10 teachers will specify how the draft is to be submitted for review.

GUIDELINES FOR THE SUBMISSION AND MARKING OF DRAFTS

A draft is a body of evidence that is provided by students in response to assessment instrumentsthis should be a response that is nearly good enough to submit for assessment.

The draft you submit to your teacher for review should be your best effort. Your teacher will review your draft and provide you with feedback so that you can improve your work. No grade will be given for a draft. Your teacher will not correct every error or rewrite your work for you. Instead, your teacher will help you to improve your work.

One draft only will be formally reviewed. The feedback provided to students is valuable for learning and students are advised to act on this feedback to improve their final product.

REFERENCING AND PLAGIARISM

Plagiarism is a serious academic offence. It is a form of dishonesty that occurs when students fail to acknowledge:

- another persons' ideas or opinions;
- facts or statistics that are not common knowledge;
- full quotations of the words of another person (e.g. cut and paste from an internet site);
- the words of another person even if they have been summarised/paraphrased.

To avoid plagiarism, clear credit must be given for the work of others through referencing and citation.

Microsoft Word has a simple and useful Referencing/Bibliography tool. Detailed instructions about how to use this tool will be provided by your teacher. The APA in-text referencing and bibliography system is to be used.

Where it is clear that a student has plagiarised, teachers are required to disregard the plagiarised elements of the assignment and mark only those elements that are the student's own work.

HELP CONTACT INFORMATION

Name and Address	Phone, Fax and Web	Services Offered
HEAD SPACE	Phone (07) 5409 4900 www.headspace.org.au	Counselling and support for people aged 12 to 25
QUEENSLAND HEALTH Child and Youth Mental Health Team 15 Beach Road, Maroochydore 4558	Phone (07) 5409 9111 Fax (07) 5409 9112	mental health support and assessment
REACH OUT	www.au.reachout.com	Internet site to help young people get through tough times
LIFELINE - 24 Hour Phone Counselling	Phone 131 114	24 Hour Counselling Service
LIFELINE - Counselling Appointments 37 Duporth Avenue, Maroochydore	Phone (07) 5479 1600	Counselling Service
NORTH COAST WOMEN'S HEALTH 3/166 Brisbane Road , Mooloolaba 4557	Phone (07) 5444 8077	A Not for Profit collective, committed to the provision of a quality clinical service with an emphasis on personal care, choice and confidentiality.
AL-ANON AND ALATEEN	Phone 1300 252 666	A self-help group for students/families affected by alcohol.
EATING DISORDER ASSOCIATION	Phone (07) 3394 3661	Resource center offers information and support.
DOMESTIC VIOLENCE Connect	Phone 1800 811 811	24 hour crisis center for information and assistance.
KIDS HELPLINE	Phone 1800 551 800	24 hour counseling service for young people.
PARENT LINE	Phone 1300 301 300	24 hour counseling service for parents.
SMILING MIND	www.smilingmind.com.au	A web and app-based program developed by psychologists and educators to help bring balance to people's lives.
MindHealthConnect - Mental Health and Well Being	www.mindhealthconnect.org.au	An easy way to find mental health and wellbeing information, support and services from Australia's leading health providers.
HEALTH DIRECT	www.healthdirect.gov.au	Reliable health information.

CLASS AND BELL TIMES

Time	Lesson	Duration	Monday			Tuesday		Wednesday		Thursday		Friday	
8:10			Briefing										
8:25	L1-HG	10 mins											
8:35	L2	40 mins											
9:15	L3	45 mins											
10:00	L4	40 mins											
10:40	Recess	25 mins											
11:05	L5	40 mins											
11:45	L6	45 mins											
12:30	L7	40 mins											
1:10	Lunch	40 mins											
1:50	L8	40 mins	Year 11 Rec Sport Year 12 QCS	Years 7, 8, 10 Classes	Year 9 Rite Journey	Years 9-10 Rec Sport	Years 7-8 and 11-12 Classes	Years 7-12 Worship	Years 7-12 Assembly	Years 7-8 Rec Sport	Years 9-12 Classes		
2:30	L9	40 mins	Year 11 Rec Sport Year 12 QCS	Years 7, 8, 10 Classes	Year 9 Rite Journey	Years 9-10 Rec Sport	Years 7-8 and 11-12 Classes	Years 7-12 Life Skills	Years 7-12 Year Level/House/Extended Pastoral Care	Years 7-8 Rec Sport	Years 9-12 Classes		
3:10													

